

Form 1: Data Collection Sheet for Supported UnitObserver _____
Date _____

Time request _____
Sent by _____
Recd by _____

Request Delivered by:			
courier	email	phone	radio
other _____			

Type of request	
Supply	→ If Supply, indicate class
Maintenance	Class I food/water
Transportation	Class III fuel
Engineering	Class V ordnance
HSS	Class VII end items
General	Class IX spare parts
other	other
end data collection	

Time/resources to enter in Rapid Request Tracking System (RTTS)

start time _____	#people _____	Report <input type="checkbox"/> Yes, track # _____
end time _____	#computers _____	Produced? <input type="checkbox"/> No
comments: _____		

Time/resources to determine if request is supportable

start time _____	#people _____	Report <input type="checkbox"/> Yes, track # _____
end time _____	#computers _____	Produced? <input type="checkbox"/> No
Databases/manuals/other used: _____		
supportable? <input type="checkbox"/> Yes <input type="checkbox"/> No		
comments: _____		

Time/resources to pass request up the chain

start time _____	#people _____
end time _____	#computers _____
Sent to:	
MCSSD-57 FCSSA	
other _____	
Method used to deliver request:	
courier email phone radio	
other _____	
comments: _____	